



## **MINUTES OF A MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 6th JUNE 2019**

**PRESENT:** Councillor M Summers (Chair), Councillor M Bailey (Vice-Chair),  
C Cooke, M Greatorex, M Oates and P Thurgood

**Officers** Angela Struthers (Head of Audit & Governance), Stefan  
Garner (Executive Director Finance) and Kerry Beavis  
(Principal Auditor)

**Visitors** Phil Jones and Laurelin Griffiths  
(External Auditors)

Apologies received from: Councillor(s) J Faulkner

### **1 APPOINTMENT OF VICE-CHAIR**

**RESOLVED:** That Councillor M Bailey be appointed as Vice-Chair

*(Moved by Councillor M Summers and seconded by  
Councillor M Oates)*

### **2 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 28<sup>th</sup> March 2019 were approved and signed  
as a correct record.

*(Moved by Councillor M Greatorex and seconded by Councillor C Cooke)*

### **3 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **4 ROLE OF THE AUDIT COMMITTEE**

Presentation given by Laurelin Griffiths and Phil Jones from Grant Thornton on the Role of the Audit Committee

## **5 UPDATE FROM EXTERNAL AUDITORS**

Verbal update – external auditors on-site completing final accounts work and no issues.

The Chair requested a private meeting to be arranged with Grant Thornton and the Audit & Governance Committee after the next meeting.

## **6 EXTERNAL AUDITORS FEE LETTER**

The Audit Fee Letter for 2019/20 of Grant Thornton (External Auditor) was considered

**RESOLVED:** That Members endorsed the Audit Fee Letter for 2019/20

*(Moved by Councillor M Summers and seconded by Councillor C Cooke)*

## **7 ANNUAL GOVERNANCE STATEMENT & CODE OF CORPORATE GOVERNANCE**

Members were informed of the process followed in producing an Annual Governance Statement and revised Code of Corporate Governance in accordance with statutory requirements, and to approve the proposed draft Annual Governance Statement and Code of Corporate Governance

**RESOLVED**

That,

- a) The Annual Governance Statement was agreed by the Committee as appropriate for presentation to the external auditor and for inclusion in the Annual Statement of Accounts; and
- b) The Code of Corporate Governance was agreed.

*(Moved by Councillor M Summers and seconded by Councillor M Greatorex)*

An additional recommendation was agreed;

**RESOLVED**

That,

Zoe Wolicki to attend the next meeting to provide

an update on E induction, PDR process,  
Communications Strategy

Councillor M Summers to liaise with relevant  
Scrutiny Chair regarding E – learning review

*(Moved by Councillor M Summers and seconded by Councillor M Bailey)*

**8 INTERNAL AUDIT UPDATE REPORT 2018/19 QUARTER 4 AND ANNUAL REPORT**

To report to Committee the outcome of Internal Audit's review of the internal control, risk management and governance framework in the 4th quarter and the 2018/19 financial year, also provided members with assurance of the ongoing effective operation of an internal audit function and enable any particularly significant issues to be brought to the Committee's attention

**RESOLVED** That Committee;  
Considered the attached report.

*(Moved by Councillor C Cooke and seconded by Councillor P Thurgood)*

**9 INTERNAL AUDIT CUSTOMER SATISFACTION RESULTS**

Committee was updated on the outcome of Internal Audit's customer satisfaction survey.

**RESOLVED** That Committee;  
Considered the report.

*(Moved by Councillor M Bailey and seconded by Councillor M Greatorex)*

**10 PUBLIC SECTOR INTERNAL AUDIT STANDARDS AND QUALITY ASSURANCE & IMPROVEMENT PROGRAMME**

To report on the compliance with the Public Sector Internal Audit Standards and the Quality Assurance & Improvement Programme (as required by the Public Sector Internal Audit Standards).

**RESOLVED** That Committee endorsed

- The compliance with the Public Sector

Internal Audit Standards; and

- The Quality Assurance & Improvement Programme.

*(Moved by Councillor M Greatorex and seconded by Councillor C Cooke)*

## **11 COUNTER FRAUD UPDATE**

Members were provided with an update of the Counter fraud work completed during the 2018/19 financial year.

**RESOLVED** The Committee

Considered the report

*(Moved by Councillor P Thurgood and seconded by Councillor M Greatorex)*

## **12 AUDIT & GOVERNANCE COMMITTEE SELF-ASSESSMENT**

The Audit and Governance Committee completed a self-assessment of the effectiveness of the Committee to inform an improvement action plan

**RESOLVED:** That Members of the Committee completed the self-assessment

*(Moved by Councillor M Summers and seconded by Councillor M Bailey)*

## **13 REGULATION OF INVESTIGATORY POWERS ACT 2000**

**RESOLVED** The Committee endorsed the RIPA monitoring report for the quarter to 31 March 2019.

*(Moved by Councillor M Summers and seconded by Councillor M Greatorex)*

## **14 AUDIT AND GOVERNANCE COMMITTEE TIMETABLE**

The Committee reviewed the timetable.

As requested by the chair, at the close of the meeting the members of the Audit and Governance Committee met in private with the Head of Audit and Governance.

Chair